ACCA Business and Technology (BT): Pre-recorded (1a)

SUNWAY TES
Centre for
Accountancy Excellence

Study materials including videos, understanding checkers and chapter assessments will be made available to users at the *start of each designated week. Each chapter assessment must be submitted **via the e-course (LMS) for auto-feedback on possible answers**. All Webinar/Revision recordings are not downloadable and **access expires from 11 Dec 2022**.

Week	Chp.	Topics	ACCA Syllb. Area	Estimated Time Allocation (Hours)			
				Chap. Assess.	Tests	Video Duration	Self-Learning
Week 1 *11 Jul	1 - 3	**Pre-Recorded Webinar Session 1**				2	2
	1	The Purpose and Types of Business Organisation	A	0.5			
	2	The Stakeholders in Business Organisation	A	0.5			8
	3	External Environment, Political and Legal Factors Affecting Business	A	0.5			
Week 2 *18 Jul	4 - 7	**Pre-Recorded Webinar Session 2**				2	2
	4	Macroeconomic Factors	A	0.5			8
	5	Microeconomic Factors	A	0.5			
Week 3 *25 Jul	6	Social, Environmental and Technological Factors	A	0.5			8
	7	Competitive Factors	A	0.5			
	1 -7	**Release of Pre-recorded Revision Video- Batch 1**	**A**			2	3
Week 4 *1 Aug	8 - 11	**Pre-Recorded Webinar Session 3**				2	2
	8	The Formal and Informal Business Organisation	B	0.5			8
	9	Business Organisation Structure and Design	B	0.5			
Week 5 *8 Aug	10	Organisational Culture in Business	B	0.5			8
	11	Governance and Social Responsibility in Business	B	0.5			
	8 - 11	**Release of Pre-recorded Revision Video- Batch 2**	**B**			2	3
Week 6 *15 Aug	12 - 15	**Pre-Recorded Webinar Session 4**				2	2
	12	The Relationship Between Accounting and Other Business Functions	C	0.5			8
	13	Accounting and Finance Functions Within Business	C	0.5			
Week 7 *22 Aug	14	Principles of Law and Regulation Governing Accounting and Audit	C	0.5			8
	15	Internal and External Financial Information	C	0.5			
Week 8 *29 Aug	16- 19	**Pre-Recorded Webinar Session 5**				2	2
	16	Financial Systems, Procedures and Related IT Apps	C	0.5			8
	17	Application of Internal Controls	C	0.5			
Week 9 *5 Sep	18	Fraud and Fraudulent Behaviour and Their Prevention in Business	C	0.5			8
	19	The Impact of Financial Technology (Fintech) on Accounting Systems	C	0.5			
	12-19	**Release of Pre-recorded Revision Video- Batch 3**	**C**			2	3
Week 10 17 Sep		**Study Week: Preparation for Progress Test**					10
		Progress Test: Chapters 1 - 19 (Sat) from *10am until 12 mid-night.			2		5
		Tests open from *time until 12 mid-night. Each Test ends 2 hours after starting. **The test is auto-graded with instant feedback. You can post questions on the course to the tutor regarding the test at the "Ask the Tutor" section.**					
Week 11 *19 Sep	20 - 26	**Pre-Recorded Webinar Session 6**				2	2
	20	Leadership and Managing Individuals and Teams	D	0.5			8
	21	Recruitment and Selection of Employees	D	0.5			

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Week 12 *26 Sep	22	Individual and Group Behaviour In Business Org.	D	0.5			
	23	Team Formation, Development, Management and Motivation	D	0.5			
Week 13 *3 Oct	24	Motivating Individuals and Groups	D	0.5			8
	25	Learning and Training at Work	D	0.5			
	26	Review and Appraisal of Individual Performance	D	0.5			
	20-26	**Release of Pre-recorded Revision Video- Batch 4**	**D**			2	3
Week 14 *10 Oct	27 - 30	**Pre-Recorded Webinar Session 7**				2	2
	27	Personal Effectiveness Technique	E	0.5			8
	28	Competence Frameworks and Personal Development	E	0.5			
Week 15 *17 Oct	29	Conflict	E	0.5			
	30	Communicating in Business	E	0.5			
Week 16 *24 Oct	31 - 34	**Pre-Recorded Webinar Session 8**				2	2
	31	Fundamental Principles of Ethical Behaviour	F	0.5			8
	32	The Role of Regulatory and Professional Bodies	F	0.5			
Week 17 *31 Oct	33	Corporate Codes of Ethics	F	0.5			
	34	Ethical Conflicts and Dilemmas	F	0.5			
	27-34	**Release of Pre-recorded Revision Video- Batch 5**	**E & F**			2	3
Week 18		**STUDY WEEK**					10
Week 19 19 Nov		**Mock Exam – All chapters: (Sat) *from 10am**			2		8
		Mock Exam opens from *time until 12 mid-night. Each Test ends 2 hours after starting. **The test is auto-graded with instant feedback. You can post questions on the course to the tutor regarding the test at the "Ask the Tutor" section.**					
Week 20		**STUDY WEEK**					10
		Total Duration		17	4	26	178
		G. Total estimated time to complete this unit (Hours)		225			

IMPORTANT Please read

The **Study Guide** can be downloaded from the course site for printing. You are prohibited to reproduce copies for non-registered users or distribute soft or printed copies without SunwayTES's written permission. **You are prohibited to extract, distribute, resell course materials/videos/assessment items or provide access to any other party.**

Self-Learning Time includes reading time, viewing the *embedded videos, attempting the understanding checkers (Embedded Assessments) with auto-graded feedback, and reviewing the **pre-recorded Webinar (tutorial) videos.

***Embedded videos are conceptual or introductory videos with voice-overs**. Registered users can access the videos by scanning the AR codes on the Study Guides using the Zappar application from the Play Store (Android phones) or the App-Store (Apple Phones). You can also access and play the same videos embedded in the online course's content. These videos are for viewings only and cannot be downloaded.

The ****Pre-recorded Webinar and Revision Videos** are recorded from live tutorials and the chapters' syllabus are synced to these videos. These videos can be viewed from the course but not downloadable for off-line viewings. **Use of streaming firewall bypass features on any video or interactive media content that are Intellectual Properties of Sunway-TES is strictly prohibited and legal action can be taken against you for infringement of IP.**

Progress Test and Mock Exam will be for duration of 2 hours each. Kindly note that each of the assessment is a timed test and only one attempt is allowed. Once you have started the test, you are required to complete it within the time limit. Make sure that you have a stable internet connection and a laptop or PC. **You cannot do the tests on your handphone.** The tests are auto-graded and you can view your submissions with the feedbacks on the best answer in the Grade Centre (in the course).

How to post questions (Assessment Support) to your tutor:

You will be assigned a tutor who will assist you on queries on the Chapter Assessments/Progress Test and Mock Exam. You can post questions on "Ask the Tutor" (accessed via Course > Interactive Tools > Ask the Tutor).

For assistance, please email: techteam_stescae@sunway.edu.my. Kindly allow 1 working day for the response. Enquiries received during weekends will be replied on the following week's working day.